



City of Seat Pleasant, Maryland

APPROVED
FY 2014
BUDGET

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City Council's Transmittal Letter

May 28, 2013

We are pleased to present the approved budget for the City of Seat Pleasant for Fiscal Year 2014 (FY 2014). The budget plots the course of the City for the coming year. After the inception of the new fiscal year on July 1, 2013, Seat Pleasant will be celebrating its 83rd Anniversary on May 4, 2014. Given, the challenging economic times we are in, this approved budget takes great pains to provide our City residents with the services they expect and deserve from a, "City of Excellence". For us, the budget is intended to serve as a guide for our City operations for the next fiscal year, in accordance to the priorities that we have identified for the organization. While our budget is lean, it is not all gloom and doom, as we have been able to make strategic increases in areas that will help the City move forward, while watching the overall growth in our budget.

Given the problems we are facing in our current national recession, it has had a severe impact on our City budget. Property Tax revenues, which compose the largest part of our current budget at 32%, generate approximately 16.4 % less than in Fiscal Year 2012. In order for us to spend within our means we had to make reductions in our operations, in order to balance the current budget. Despite the reductions in current budget, there is no increase in the City's tax rate for the Fiscal Year 2014 budget. . Additionally, the Approved Fiscal Year 2014 budget aims to address the following strategic priorities agreed upon by the Council:

Key Strategic Priorities (2013-2014)

The following critical strategies will be pursued by the City of Seat Pleasant:

1. Manage City resources in an open, transparent and fiscally sound manner.
2. Enhance our public safety to reduce crime and improve the perception of the community.
3. Improve educational outcomes by partnering with local schools.
4. Increase focus on economic development to attract and retain quality businesses and community organizations.
5. Remain a sustainable *City of Excellence* and promote Seat Pleasant as a safe and green community.
6. Strengthen and improve community programs that will educate our residents.

The Fiscal Year 2014 expenditure budget is \$3,631,848, an increase of \$141,755 compared to Fiscal Year 2013 of \$3,490,093. This represents a 4.1% increase in the City's General Fund Budget. Listed below is a budget breakdown by activities that shows it's percentage of the Fiscal Year 2014 Proposed Budget.

Activity	Amount	Percentages
City Council	\$131,520	3.6%
City Clerk	\$85,121	2.3%
Mayor	\$28,752	0.8%
City Administration	\$420,804	11.6%
Economic Development	\$98,800	2.7%
Finance	\$268,603	7.4%
Public Safety	\$1,194,677	32.9%
Public Works	\$854,947	23.5%
Community Development	\$250,000	6.9%
Greendale Center	\$145,953	4.0%
Community Services	\$152,671	4.3%
Total	\$3,631,848	100%

Revenue Summary

Real Property Taxes have traditionally been the City's largest revenue source. As you know, last year the City of Seat Pleasant has had all of our property values reassessed by the Maryland State Department of Assessments and Taxation. Next year we have estimated our Property Tax Revenues at \$1,161,857. Personal Property Taxes the city's next largest revenue source is expected to generate the same amount of revenue as we projected in our current budget. The amount is \$1,044,071. Personal Property Taxes are the taxes paid by businesses on the property and inventory they own in the City. The Personal Property Taxes almost generate the amount we receive from Real Property Taxes This is a significant development for the City and our residents, because this was the Council's intent when we set our Personal Property Tax rate, at its current rate of \$11.00 per 100 of assessed value of inventory and equipment. We wanted our business community to contribute to the City's coffers, as well, which will help reduce the City's reliance on Real Property Tax revenues.

This year we have also utilized another source of revenue and that is funds from our Speed Camera Program. This program has allowed us to experience a significant reduction in speeding in our City and at the same time generate revenue that can only be used for public safety improvements.

As always, we have asked our staff to continue to focus on researching and applying for grant funds that will further help the City work toward achieving our strategic goals. We are currently projecting more revenue from grant sources and we are confident that with the diligence of our staff we will see an increase in grant funds. The Fiscal Year 2014 budget has approximately \$603,507 budgeted in grant funds. This is an increase of 17.9 %.

Expenditure Summary

During last years budget development process all City departments and operations, were asked to reduce their budgets by 10%. After reviewing all of the expenditure reductions, the City was able to achieve a total reduction of \$326,615. With these identified savings, we made sure that our expenses were in line with our revenues and that we funded those items that were priorities for the City operations. In addition to these operational reductions, the current budget resulted in the establishment of a central stores process for the ordering of supplies. It was intended to provide supplies and materials required and used in the operation of the city on a daily and more effective basis. Also reflected in the document is the Capital Improvement Plan the city might want to adopt at a later date.

The City was fortunate, that we did not have to furlough or layoff employees due to budget problems. The approved budget continues that tradition.

Continual expenditures for personnel related items include the following: 1). a 2% cost of living increase for all city employees 2). a 2% salary adjustment for the Police Officers in the Police Department. Additionally, employee training is important for our employees and this budget includes \$7,000 for employee development. The City Administrator and Human Resources Officer will continue to develop a schedule of training that will impact all City employees from Customer Service to Time Management and Business Writing.. There are additional capital expenditures for the Finance Department and Police Department. This is being done to provide technological enhancements in both departments. The approved budget includes \$16,979 to fund Special Projects in the Police Department to combat citywide issues that arise.

Conclusion

As you know, the budget process is an annual process which includes participation by our department heads and staff. The City Council would especially like to thank them for their commitment to the process, due to unusually tough conditions in this upcoming budget year. We have tried to balance cost reductions in our operations with, expenditures that help us achieve a balanced budget, address our strategic priorities and protect the long-term health and wealth of the City of Seat Pleasant.

MAYOR AND CITY COUNCIL
Line Item Format



A City of Excellence

APPROVED
FY 2014 REVENUES

CITY OF SEAT PLEASANT, MARYLAND
APPROVED
FY2014 REVENUES BUDGET

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2012 7 MONTHS ACTUAL	FY 2013 APPROVED BUDGET	FY 2013 7 MONTHS ACTUAL	FY 2014 APPROVED BUDGET
TAXES					
4000.00	Real Property Taxes	1,293,428	1,008,000	1,021,034	1,161,857
4001.00	Personal Property Taxes	520,201	1,044,071	910,120	1,044,071
4000.50	Penalties & Interest	3,055	10,456	1,961	10,456
4000.10	Tax Credit-Excess Credit (A)	-4,200	-4,200	-4,200	-4,200
4003.00	Admission & Amusement	36	500	36	500
4010.00	Highway – Shared User	13,435	29,013	6,257	23,983
4015.00	Police – State Aid	30,356	96,524	30,356	96,524
4005.00	Income Taxes	93,550	150,000	90,169	155,463
Subtotals		1,949,861	2,338,564	2,055,733	2,488,654
LICENSES & PERMITS					
4323.00	Liquor License		700		700
4321.00	Business & Traders License	17,025	60,000	19,030	60,000
4313.00	Building Permits	3,501	500	306	1,000
Subtotals		20,256	61,200	19,336	61,700
4310.00	Comm. Dev. Block Grant	216,000	216,000		250,000
4220.00	County Business Licenses		1,000		1,000
4110.00	County Bank Stock Tax		2,563		2,563
4105.00	County Disposal Fee	7,472	14,944	7,472	14,944
4381.00	MD Smart Energy Grant				150,000
4364.00	C/Safe Grant	19,818	92,335		
4366.00	Livable Communities				0
4367.00	Bus Shelter Grant		5,000	1,380	5,000
4370.00	NR Grant	3,753	3,753		0
4373.00	Community Legacy	92,000	100,000		100,000
4401.00	Open Space	80,000	80,000		80,000
4402.00	Legacy Planning Grant	35,000			
Subtotals		454,043	511,842	8,852	603,507

CITY OF SEAT PLEASANT, MARYLAND
APPROVED
FY2014 REVENUES BUDGET

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2012 7 MONTHS ACTUAL	FY 2013 APPROVED BUDGET	FY 2013 7 MONTHS ACTUAL	FY 2014 APPROVED BUDGET
4601.00	Copier Fees and Notary Fees	85	100	85	100
4603.00	Sale of Maps & Publications	300	300		300
	Subtotals	385	400	85	400
4501	SPECIAL TRASH PICKUP	275	500	275	500
	Subtotal	275	500	275	500
	CABLE TV				
4334.00	Cable Fees	13,620	28,855	21,500	28,855
	Subtotal	16,382	28,855	21,500	28,855
	FINES AND FOREITURES				
4701.00	Parking Citations	984	10,000	566	10,000
4702.00	Housing Codes	50,565	45,000	1,325	55,000
4703.00	Seizure Funds	1,435	7,000		7,000
4704.00	Speed Cameras	180,000	180,000	111,133	224,000
	Subtotals	232,984	242,000	113,024	296,000
	REVENUES FROM INTEREST INCOME				
4800.00	Interest (B)	1,937	22,000	1,711	22,000
	Subtotals	2,903	22,000	1,711	22,000
4801.00	Rental Concession	0	0	0	0
	Subtotals	0	0	0	0

**CITY OF SEAT PLEASANT, MARYLAND
APPROVED
FY2014 REVENUES BUDGET**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2012 7 MONTHS ACTUAL	FY 2013 APPROVED BUDGET	FY 2013 7 MONTHS ACTUAL	FY 2014 APPROVED BUDGET
OTHER REVENUES					
4655.00	Vending Machines	500	700	1,778	700
	Subtotals	400	700	1,778	700
SALE OF LAND AND EQUIPMENT					
4625.00	Sale of General Fund Equipment				
4426.00	Sale of Seizure Fund Equipment				
	Total Revenues	2,674,131	3,360,561	2,226,459	3,502,316
	Total Expenditures	1,952,383	3,490,093	1,952,383	3,631,848
Other Financing Sources					
4900.00	Proceeds From Bond				
4902.00	Refuse Fund Payback (C)	51,739	51,739	30,181	51,739
4903.00	Allocation from Fund Bal.(D)	163,906			
4904.00	Other Financing Source	162,508	77,793	45,380	77,793
	Total Revenues & Other Financing Sources	3,002,284	3,490,093	2,302,020	3,631,848

FOOTNOTES

- A) TAX REDUCTION GIVEN TO HOMEOWNERS ON THEIR ASSESSMENTS WHEN IT EXCEEDS 15% OF PRIOR YEAR.
- B) INTEREST ON INVESTMENTS
- C) MONIES OWNED TO THE GENERAL FUNDS FROM THE REFUSE FUNDS
- D) FUNDS ALLOCATED FROM FUND BALANCE



A City of Excellence

APPROVED
FY 2014 EXPENDITURES



*Elected Officials
And
City Clerk*

**CITY OF SEAT PLEASANT, MARYLAND
APPROVED
FY2014 EXPENDITURES BUDGET**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2012 7 MONTHS ACTUAL	FY 2013 APPROVED BUDGET	FY 2013 7 MONTHS ACTUAL	FY 2014 APPROVED BUDGET
ELECTED OFFICIALS CITY COUNCIL					
5100.01	Salary	17,661	32,799	21,444	32,799
5000.01	Cost of Living	318			657
5105.01	FICA	1,316	9,689	1,779	9,739
5110.01	Workmen's Compensation	64	109	17	109
5227.01	Professional Development	10,843	33,600	18,693	42,000
5250.01	Association Dues	645	1,400	809	1,400
5254.01	Collaboration or Partnership		500		500
5355.01	Insurance Public Officials	14,916	14,916	14,916	13,916
5450.01	Supplies		500	85	1,500
5500.01	Service Expense	14,700	25,200	14,700	25,200
5600.01	Telephones	1,750	3,000	1,740	3,000
5601.01	Constituent Services	125	700	700	700
Total		62,640	122,413	74,883	131,520

SALARY

This line item represents funds allocated for the salaries of the City Council members.

COST OF LIVING

This line item represent funds allocated for a 2% cost of living increase for the current staff.

SERVICE EXPENSE

This line item represents funds allocated for the reimbursement of expenses incurred in carrying out of official duties.

PROFESSIONAL DEVELOPMENT

Training and professional development is a strategic focus for the City. This line item represents funds allocated for the Council members to attend conferences such as the Maryland Municipal League and National League of Cities conferences plus per diem, lodging, and travel related to these conferences and mileage reimbursement in excess of 50 miles when personal vehicles are used. Each councilmember is limited to \$6,000. Also funds in this line item would be used to provide training for Council members in the following areas: 1) Legislative Policy Development, 2) Constituent Services, 3) Workplace Safety, 4) Strategic Planning and 5) Public Accountability.

ASSOCIATION DUES

This line item represents funds allocated to pay municipal and other association dues.

INSURANCE - PUBLIC OFFICIALS

This line item represents funds allocated for the protection of the City Council members in case of any litigation.

COLLATERATION OR PARTNERSHIP

These funds are budgeted for the annual Tri-City meeting with Seat Pleasant, Capitol Heights and Fairmount Heights.

TELEPHONES

This line item represents funds allocated for cellular communication equipment and monthly service.

CONSTITUENT SERVICES

This line item reflects funds allocated for activities in the city's wards.

SUPPLIES

This line item reflects funds allocated for the procurement of supplies needed to allow City Council members to conduct business.

**CITY OF SEAT PLEASANT, MARYLAND
APPROVED
FY2014 EXPENDITURES BUDGET**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2012 7 MONTHS ACTUAL	FY 2013 APPROVED BUDGET	FY 2013 7 MONTHS ACTUAL	FY 2014 APPROVED BUDGET
ELECTED OFFICIALS CITY CLERK					
5100.02	Salary	25,455	46,871	27,128	46,871
5000.02	Cost of Living	787			937
5105.02	FICA	1,914	3,586	2,163	3,658
5003.02	Employee Appreciation Bonus		500	500	
5110.02	Workmen's Compensation	18	34	26	34
5112.02	Maryland Unemployment	209	221		221
5114.02	Health Insurance	2,042	3,500	2,030	3,500
5130.02	Election Expense		10,000	8,420	
5250.02	Association Dues	175	175	170	200
5251.02	Notices	4,450	8,000	3,454	12,000
5277.02	Meeting	68	800	212	1,000
5450.02	Supplies	1,034	1,500	128	1,000
5600.02	Training and Staff Development	2,084	2,000	20	3,200
5975.02	Capital Outlay		1,000		12,500
Total		38,236	78,187	44,251	85,121

SIGNIFICANT ACCOMPLISHMENTS OR CHANGES

- Began recording City Council meetings and 2011 City Council Strategic Work Shop
- Coordinated LaserFiche records management system demonstration for elected officials and administration
- Consulted with City Attorney on city code issues

PERFORMANCE MEASURES						
#	Performance Measures	FY 12 Actual	FY 12 Estimated	FY 13 Actual	FY 13 Estimated	FY 14 Estimated
1	Monthly Meetings	48	24	41	24	60
2	Legislation	36	12	24	12	50
3	Advertisement of Legislation/Notices	36	12	24	12	50

SALARY

This line item represents funds allocated for the salary of the following:
City Clerk \$46,871

COST OF LIVING

This line item represents funds allocated for a 2% cost of living increase for the current staff.

CAPITAL OUTLAY

This line item represents funds allocated for external hard drive, Microsoft Office Professionals Software, supplemental update of the City Code Replacement disk and City server and Civic Ware software package. Request for Proposal to procure the Civic Ware software application will be undertaken by the City Administrator. The selection of a vendor will be made by the City Administrator with approval by the City Council. The vendor will provide training for the City Clerk and an additional employee.

ASSOCIATION DUES

This line item represents funds allocated to pay association dues.

NOTICES

This line item represents funds allocated to insure sufficient public notice and to meet legal requirements for City ordinances and resolutions, charter amendments, special meetings and hearings, and elections.

MEETINGS

This line item represents funds allocated to provide refreshments and other services for public meetings.

SUPPLIES This line item represents funds allocated to provide for the procurement of office supplies incidental to the operations of the Office of the Clerk and the City Council.

ELECTION EXPENSE

This line item represents funds allocated for the City's election.

TRAINING AND STAFF DEVELOPMENT

Training and staff development is strategic focus for the City. Funds in this line item would be used to provide training for employees that will help improve the following areas: 1) Customer Service, 2) Supervisory Skills, 3) Workplace Safety, 3) Business Writing, 4) Time Management and 5) Software Training. These training modules will be provided by outside agencies, such as LGIT, local community colleges or the Training Source, Inc. This line item also represents funds allocated for the City Clerk to attend the International Institute of Municipal Clerks, Municipal Clerks Association, Maryland Municipal League, and other professional conferences, training and local travel.

**CITY OF SEAT PLEASANT, MARYLAND
APPROVED
FY2014 EXPENDITURES BUDGET**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2012 7 MONTHS ACTUAL	FY 2013 APPROVED BUDGET	FY 2013 7 MONTHS ACTUAL	FY 2014 APPROVED BUDGET
ELECTED OFFICIALS MAYOR					
5100.03	Salary	3,318	7,367	4,032	7,367
5000.03	Cost of Living	72			147
5105.03	FICA	329	564	173	575
5100.03	Workmen's Compensation	122	213		213
5500.03	Service Expense	2,100	3,600	2,100	3,600
5227.03	Professional Development	669	4,800	1,231	6,000
5250.03	Association Dues		800		800
5253.03	Promotional Activities Expense	1,337	4,500	3,034	7,100
5355.03	Insurance Public Officials	700	700	700	700
5450.03	Office Supplies	180	600	520	2,250
6017.03	Contractual Services	833	35,000	14,538	
5975.03	Capital Outlay				
Total		9,660	58,144	26,328	28,752

SIGNIFICANT ACCOMPLISHMENTS

- Coordination of the legislative Breakfast
- Coordination of City Center Groundbreaking Ceremony
- Coordination of Faith Based Luncheon
- Expanded positive media coverage
- Successfully negotiated participation in Health Enterprise Zone designation
- Anticipated feature inclusion in Green Building & Design Magazine
- Anticipated feature in national television program Communities of Distinction
- Successful negotiated acquisition of property on MD 704
- Successful Autism Awareness Conference
- Secured one of the regional Prince George County Fire Department Forums
- Successful negotiation with Nike and Kelvin Durant for shoe launch

SIGNIFICANT BUDGET CHANGES

- City of Seat Pleasant Medical of Service Award (5253.03) \$1,000.00
- Faith Based Luncheon (5253.03) \$ 800.00
- Community Leader Dinner (5253.03) \$ 800.00
- Education Summit (5253.03) \$ 700.00
- Software (5450.03) \$1,000.00
- Desk Top Supplies (5450.03) \$ 550.00

SALARY

This line item represents funds allocated for the following.
Mayor \$7,367.

COST OF LIVING

This line item represents funds allocated for a 2% cost of living increase .

SERVICE EXPENSE

This line item represents funds allocated for the reimbursement of expense incurred in carrying out of official duties.

PROFESSIONAL DEVELOPMENT

Training and professional development is a strategic focus for the City. This line item represents funds allocated for the Mayor to attend the Maryland Municipal League, National League of Cities Conferences, Maryland Mayors and Black Mayor's Conference plus per diem, lodging, travel related to these conferences and mileage reimbursement in excess of 50 miles when a personal vehicle is used. Also funds in this line item would be used to provide professional development in the following areas: 1) Executive Leadership, 2) Constituency Services, 3) Strategic Planning and 4) Economic Development.

PROMOTTIONAL ACTIVITIES EXPENSE

This line item represents funds allocated to promote the City of Excellence and includes the Legislative breakfast. All the events will advertised as city event promoted and planned by both the Mayor and the City Council. Highlighted on the previous page under significant budget changes are news proposed activities under this line item.

INSURANCE - PUBLIC OFFICALS

This line item represents funds allocated for the protection of the Mayor in case of any litigation.

OFFICE SUPPLIES

This line item represents funds allocated to provide for the procurement of office supplies incidental to the operation of the Office of the Mayor.



City Administration

CITY OF SEAT PLEASANT, MARYLAND
APPROVED
FY2014 EXPENDITURES BUDGET

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2012 7 MONTHS ACTUAL	FY 2013 APPROVED BUDGET	FY 2013 7 MONTHS ACTUAL	FY 2014 APPROVED BUDGET
CITY ADMINISTRATOR ADMINISTRATION					
5100.04	Salaries	100,364	189,539	112,237	189,540
5000.04	Cost of Living	3,221			3,791
5003.04	Employee Appreciation Bonus		2,000	2,000	
5105.04	FICA	7,713	14,956	9,364	14,796
5110.04	Workmen's Compensation	761	2,932	1,297	2,939
5112.04	Maryland Unemployment	1,521	1,600	632	1,600
5114.04	Health Insurance	1,883	3,228		3,228
5350.04	Insurance	25,971	25,971	25,971	25,971
5400.04	Service Contract	21,989	33,239	25,962	32,239
5425.04	Newsletter				
5450.04	Supplies	8,519	7,500	5,859	7,500
5475.04	Postage	1,250	1,500	1,211	1,500
5500.04	Telephones	9,142	10,000	5,800	10,000
5501.04	Local Travel		200		200
5600.04	Training and Staff Development	3,358	7,000	3,358	7,000
5675.04	Utilities	17,900	20,000	8,333	20,000
5678.04	Petroleum Related Adjustment	9,000			
5975.04	Capital Improvements	4,506	5,500	2,255	10,500
5978.04	Surplus	899			
6017.04	Contractual Services	25,962	50,000	8,825	66,000
5349.04	Ethics Board		2,000	2,000	2,000
6232.04	Special Events		2,000		2,000
5125.04	Retirement Funds		10,000		10,000
5602.04	Strategic Planning		5,000		5,000
5603.04	Council of Government				5,000
Total		243,959	393,165	210,736	420,804

SIGNIFICANT ACCOMPLISHMENTS OR CHANGES

- Held the 3rd Annual Legislative Breakfast 2012
- Coordination of strategic plan for the city
- Updated the City's Personnel Rules and Regulations Manual
- Implemented an Employee Training schedule

- Completed the City's Community Legacy Grant Project- Acquisition/Renovation of the property at 90 Eads St.
- Received Sustainable Communities Designation for Seat Pleasant from the State of Maryland

PERFORMANCE MEASURES						
#	Performance Measures	FY 12 Actual	FY 12 Estimated	FY 13 Actual	FY 13 Estimated	FY 14 Estimated
1	Number of Staff Meeting	52	52	52	52	52
2	Staff Personnel Turnover Ratio	.07 %	.13%	.07%	.13%	.05%
3	Number of general in-house training session provided for staff	0	1	1	4	4

SALARIES

This line item represents funds allocated for the salaries paid to 4 fulltime employee:

City Administrator	80,000
Administrative Assistant	37,170
Receptionist	31,164
Human Resource Officer	41,206

The duties of the Human Resource Officer will be restructured to encompass the responsibilities of the City's Central Stores. This restructured is due to the fact that they have been a reduction in the workloads needs in the areas of human resource management.

COST OF LIVING

This line item represents funds allocated for a 2% cost of living increase for the current staff.

INSURANCE AND LEGAL SERVICES

This line item represents funds allocated for general liability insurance and legal services.

SERVICE CONTRACT

This line item represents funds allocated for maintenance contracts on office equipment such as computers, copiers, fax machines, general legal service fees and speed camera legal advice.

TELEPHONES

This line item represents funds allocated for telephone usage for the City staff.

SUPPLIES

This line item represents funds allocated to provide for the procurement of office supplies incidental to the operations of City departments other than Police, City Clerk and Economic and Community Development.

LOCAL TRAVEL

This line item represents funds allocated for mileage and for minor miscellaneous expenses incurred by Administrative staff on City business.

UTILITIES

This line item represents funds allocated for utility usage for the City Hall building.

CAPITAL IMPROVEMENTS

This line item represents funds allocated for the following item: Web Site Annual Maintenance.

CONTRACTUAL SERVICES

THIS LINE ITEM REPRESENTS FUNDS OF \$50,000.00 FOR ONE GRANT WRITERS .THE GRANT WRITERS POSITION WILL BE ON A NEED BASIS UNDER A CONTRACTUAL ARRANGEMENT WITH A JOB DESCRIPTION OF THE RESPONSIBILITIES DEVELOPED BY THE HUMAN RESOURCE OFFICER. THE BALANCE OF FUNDS TOTALING \$16,000.00 REPRESENTS FUNDS FOR A PUBLIC RELATION / ADMINSTRATIVE AIDE TO HANDLE PUBLIC RELATION TASKS ASSOCIATED WITH BRANDING OF THE CITY AS A CITY OF EXCELLENT. THIS POSITION WILL BE UNDER A CONTRACTUAL ARRANGEMENT WITH A JOB DESCRIPTION OF THE RESONSIBITIES DEVELOPED BY THE HUMAN RESOURCE OFFICER.

BOARD OF ETHICS

This line item represents funds allocated for the Board of Ethics.The President of the Board of Ethics will be required to appear annual before the City Council.

RETIREMENT FUNDS

The City is striving toward providing employees with a benefits package that will enhance our chances of keeping current and newly hired staff members as long-term employees. If the City is to join a retirement system, such as the State of Maryland's Pension System or make significant changes to our existing voluntary supplemental retirement plan, it will require an upfront payment based upon the years of service of our employees and whether or not we will purchase credits toward them being able to receive a pension through the State Retirement and Pension System. The Human Resources Officer will explore which offer is financially viable.

TRAINING AND STAFF DEVELOPMENT

Staff training and development is strategic focus for the City. Currently, the City does not have funding to provide training to the entire organization. Funds in this line item would be used to provide training for employees that will help improve the following areas: 1) Customer Service, 2) Supervisory Skills, 3) Workplace Safety, 3) Business Writing, 4) Time Management and 5) Software Training. These training modules will be provided by outside agencies, such as LGIT, local community colleges or the Training Source, Inc. This line item also represents funds allocated for the Administrative staff to attend one annual professional association conference, and professional development and training.

STRATEGIC PLANNING

In Fiscal Year 2012, the Council began a Strategic Planning process. Keeping the momentum going with the process is integral to it being a success for the City. These funds anticipate that the Council will conduct additional follow up to develop a full strategic plan that will become a part of our organization and serve as a guide for long-term City operations.

SPECIAL EVENTS

This line item will provide for special events.



Economic & Community Development

**CITY OF SEAT PLEASANT, MARYLAND
APPROVED
FY2014 EXPENDITURES BUDGET**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2012 7 MONTHS ACTUAL	FY 2013 APPROVED BUDGET	FY 2013 7 MONTHS ACTUAL	FY 2014 APPROVED BUDGET
ECONOMIC AND COMMUNITY DEVELOPMENT					
5100.06	Salary				
5000.06	Cost of Living				
5105.06	FICA				
5110.06	Workmen's Compensation				
5112.06	Maryland Unemployment				
5253.06	Promotional Activities		9,000		9,000
5450.06	Supplies				
5600.06	Training				
6017.06	Contractual Services	19,075	89,800	9,334	89,800
Total		19,075	98,800	9,334	98,800

SIGNIFICANT ACCOMPLISHMENTS OR CHANGES

- Prepared the City's Community Legacy Grant Application for the Renovation and Acquisition of property located in the Martin Luther King Study Area.
- Assisted in the City Administrator in the coordination of strategic plan for the city
- Updated the City's Welcoming package for new resident and businesses
- Prepared an outline for developing a branding plan for the city.

PERFORMANCE MEASURES						
#	Performance Measures	FY 12 Actual	FY 12 Estimated	FY 13 Actual	FY 13 Estimated	FY 14 Estimated
1	Number of new business locating in the city.	3	5	2	5	5
2	Number of Building Permit issued	13	15	9	17	10

CONTRACTUAL SERVICES

This line item represents fund allocated for Contractual Services for the following projects.

\$9,000 for promotional activities

\$60,000 for an Economic Development Coordinator - Contractual position. The Economic Development Coordinator will report to City Administrator. The Economic Development Coordinator should provide the City Council with a report containing quantifiable data on economic conditions of the city. This report should be provided to the council at least on a quarterly basis.

\$29,800 to provide services or incentives that will retain existing businesses or attract new businesses to the City or otherwise help the City with economic development efforts. These funds can also be used as matching funds in a partnership arrangement with a qualified 501 C(3) organization to leverage resources to execute the vision for Economic Development in the City of Seat Pleasant.



Finance

**CITY OF SEAT PLEASANT, MARYLAND
APPROVED
FY2014 EXPENDITURES BUDGET**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2012 7 MONTHS ACTUAL	FY 2013 APPROVED BUDGET	FY 2013 7 MONTHS ACTUAL	FY 2014 APPROVED BUDGET
FINANCE DEPARTMENT					
5100.05	Salary	77,865	191,443	84,952	191,443
5000.05	Cost of Living	3,253			3,829
5102.05	Temporary Help				
5003.05	Employee Appreciation Bonus		2,000	1,500	
5105.05	FICA	6,038	14,218	4,291	14,785
5110.05	Workmen's Compensation	1,305	1,518	843	1,518
5112.05	Maryland Unemployment	92	94	92	94
5114.05	Health Insurance	596	1,739	1,634	1,739
5125.05	Retirement	6,463	14,805	4,232	14,805
5250.05	Association Dues		240		240
5600.05	Training Staff Development	548	3,150	613	3,150
5975.05	Capital Improvements				30,000
6010.05	Auditing Services	7,000	7,000	6,000	7,000
6011.05	Special Internal Audit	6,384			
6017.05	Consultant				
Total		109,544	236,207	104,065	268,603

ACCOMPLISHMENTS

- Establishment of Central Stores for storing and keeping supplies
- Recorded a budget surplus of \$90,000
- Developed a Speed Camera Accountability Report
- Conducted Police Overtime Analysis
- Unqualified Audit Opinion
- Automated Utility Bill Payments
- Bided Out Copier Purchase and Service

PERFORMANCE MEASURES						
#	Performance Measures	FY 12 Actual	FY 12 Estimated	FY 13 Actual	FY 13 Estimated	FY 14 Estimated
1	Percentages of Invoices Process Electronically	5%	7%	10%	15%	20%
2	Percentage of Approved Purchase Orders Issued by Due Date	87%	85%	92%	90%	95%
3	Percentage of City Revenues Collected Electronically	33%	35%	40%	41%	55%

SALARIES

This line item represents funds allocated for the salaries paid to 4 full time employees.

City Treasurer	64,058
Accounting Manager	44,985
Accounting Clerk I	30,400
General Ledger Supervisor	52,000

Fifty percent of the cost for the General Ledger Supervisor will be associated with financial administration of the speed camera program.

COST OF LIVING

This line item represents funds allocated for a 2% cost of living increase for the current staff.

RETIREMENT

This line item represents funds allocated for the cost to City of its retirement program.

ASSOCIATION DUES

This line item represents funds allocated for the Governmental Financial Officers Association.

TRAINING AND STAFF DEVELOPMENT

This line item represents funds allocated for staff to attend Maryland Municipal League Conference or other professional conferences and training. Staff training and development is strategic focus for the City. Funds in this line item would be used to provide training for employees that will help improve the following areas: 1) Customer Service, 2) Supervisory Skills, 3) Workplace Safety, 3) Business Writing, 4) Time Management and 5) Software Training. These training modules will be provided by outside agencies, such as LGIT, local community colleges or the Training Source, Inc. This line item also represents funds allocated for the Administrative staff to attend one annual professional association conference, and professional development and training. This line item also represents funds allocated for the staff to attend Maryland Municipal Conference and other Finance related professional organizations, such as, Government Finance Officers Association (GFOA).

CAPITAL IMPROVEMENTS

This line item represents funds allocated to upgrade the city's financial management system to foster the networking of the various computers and to implement the recommendation from the External Audit to strengthen the City's financial reporting and analytical capabilities.

AUDITING SERVICES

This line item represents funds allocated to cover the City's annual audit.



Public Safety

CITY OF SEAT PLEASANT, MARYLAND
APPROVED
FY2014 EXPENDITURES BUDGET

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2012 7 MONTHS ACTUAL	FY 2013 APPROVED BUDGET	FY 2013 7 MONTHS ACTUAL	FY 2014 APPROVED BUDGET
POLICE DEPARTMENT					
5003.07	Employee Appreciation Bonus		7,500	7,500	
5100.07	Salaries	382,077	626,073	357,662	641,378
5101.07	Overtime	19,120	20,000	13,545	20,000
5000.07	Cost of Living	11,939			13,021
5002.07	Stipends For Reserve Officers		1,000		1,000
5101.07s	Special Project Overtime		30,000	4,136	16,979
5105.07	FICA	35,536	48,954	35,536	52,936
5110.07	Workmen's Compensation	23,758	28,426	23,759	28,426
5112.07	Maryland Unemployment	3,588	9,047	5,247	9,047
5114.07	Group Health Insurance	38,460	55,626	32,263	55,626
5175.07	Vehicle Maintenance	12,527	15,000	6,588	15,000
5176.07	Vehicle Accidents	1,962	2,000		2,000
5225.07	Conventions and Conferences	20	500		500
5232.07	Neighborhood Watch	20	1,000		1,000
5250.07	Association Dues	270	300	300	300
5300.07	Field Supplies	5,147	7,000	6,550	7,000
5325.07	Gasoline	8,820	15,120	8,770	15,120
5400.07	Maintenance Contracts	3,500	6,000	3,480	6,000
5450.07	Office Supplies	1,234	3,000	1,554	3,000
5451.07	Insurance Auto	25,500	25,500	25,500	25,500
5452.07	Utilities for Surveillance Cameras				
5475.07	Postage	737	2,500	1,608	2,500
5550.07	Telephones	7,303	10,000	4,075	10,000
5600.07	Training	4,836	10,485	1,280	10,485
5650.07	Uniforms	5,142	12,000	3,472	12,000
5950.07	Capital Outlay Equipment				131,500
5975.07	Capital Improvements	15,710	31,420	18,223	16,500
5976.07	Police Resource Center	500	500		500
6130.07	C/SAFE	10,920	13,500		
Total		618,626	982,451	561,048	1,097,318

SIGNIFICANT ACCOMPLISHMENTS OR CHANGES

- Created a rotating shift plan that allows for more police coverage of the City and provides overlap days for training and/or proactive police enforcement actions.
- Completed a thorough inventory and overhaul of the City of Seat Pleasant Police Department's property room property entry and storage procedures.

- Completed a thorough review of the department overtime practices resulting in an average reduction of 2,000 hours per month of overtime hours and a savings of approximately \$300,000 in overtime spending since October 2012.
- Terminated secondary employment by our officers, working in a police capacity outside the City of Seat Pleasant, which created possible criminal and civil liability for the City.
- Enhanced and modernized the police vehicle fleet (4 marked, 1 unmarked, 1 Code Enforcement) to improve the quality of police patrol and to ensure the availability of pool vehicles when fleet vehicles are damaged or in the shop for service.
- Ended a Pitney Bowes stamp machine service contract which ultimately saved the department \$3,515.95 on the remainder of the contract.
- Revitalized the Police Resource Center with a new coat of paint and colors.
- Wrote a new funeral protocol for elected (current / retired) officials.
- Implemented a new In-Service training policy with Prince George's County saving the City approximately \$2,400.00 of in-service training fees.
- Created a "foot patrol" policy requiring officers to conduct a minimum 15 minute foot patrol area check during their shift.
- Created a COPs Officer and Gang Officer liaison to work in partnership with the community and outside agencies to deal with community and gang issues within the City.
- Developed and implemented a fleet maintenance service program to save the City fleet maintenance costs.

PERFORMANCE MEASURES							
#	Performance Measures	Actual	FY 12 Actual	FY 12 Estimated	FY 13 Actual	FY 13 Estimated	FY 14 Estimated
1	Percentage	-18%	213	-5%	222 YTD	-5%	-5%
2	Person		179		166		
3	Property		34		56		

SALARIES

This line item represents the salaries and a 2% raises for all staff except the Chief of Police and the two Administrative Assistants. The raises will be granted only after a satisfactory evaluation of the employee.

Chief		75,000
Sergeant	2	85,680
Corporals	2	80,405
Pfc. and Officers	9	329,144
Administrative Assistants	1	30,615
Administrative Assistants	1	30,229

COST OF LIVING

This line item represents funds allocated for a 2% cost of living increase for the current staff.

REGULAR OVERTIME

This line item represents funds allocated for compensation of staff to complete work deemed mandatory to complete court, administrative, late arrest, and other functions after a regular forty -hour work week and pre-approved by the City Administrator.

SPECIAL PROJECTS OVERTIME

This line item represents funds allocated for compensation of staff to conducted overtime for special operations.

STIPEND FOR RESERVE OFFICER PROGRAM

More funds have been allocated to this line item this year to encourage greater participation from qualified officers.

TRAINING AND STAFF DEVELOPMENT

This line item represents funds allocated for staff to attend Maryland Municipal League Conference or other professional conferences and training. Staff training and development is strategic focus for the City. Funds in this line item would be used to provide training for employees that will help improve the following areas: 1) Customer Service, 2) Supervisory Skills, 3) Workplace Safety, 3) Business Writing, 4) Time Management and 5) Software Training. These training modules will be provided by outside agencies, such as LGIT, local community colleges or the Training Source, Inc. This line item also represents funds allocated for the Administrative staff to attend one annual professional association conference, and professional development and training. This line item also represents funds allocated for all Maryland Police and Correctional Training Commission mandatory in-service training and Annual Firearms Training for the year. Training for the year also includes specialty training for areas such as Range Instructions, etc.

CONVENTIONS AND CONFERENCES

This line item includes funds for attendance at the Annual Chief of Police Convention and other Conferences to include travel expense

ASSOCIATION DUES

This line item represents funds allocated for association dues for Maryland Chief of Police, International Chief of Police, and other law enforcement organizations

NEIGHBORHOOD WATCH

This line item represents funds allocated for community related crime prevention activities.

AUTO INSURANCE

This line item represents funds allocated to cover insurance for police vehicles.

VEHICLE MAINTENANCE

This line item represents fund allocated for all auto maintenance, tune-up, tire repair, and windshield repairs, for repairs not covered under warranty.

VEHICLE ACCIDENTS

This line item represents funds allocated for vehicle repairs covered by the City's insurance or under warranty.

POLICE RESOURCE CENTER

This line item represents funds allocated to cover maintenance at the Police Resource Center.

FIELD SUPPLIES

This line item represents funds allocated for photo equipment for police evidence, repair to equipment and film for equipment, ammunition for range, traffic cones, first aide supplies, and fire extinguishers.

STIPENDS FOR RESERVE OFFICERS

This line item represents fund allocated for stipends for 3 Reserve Officers currently in the City's Reserve Officers Program. The payment of stipends to officers enrolled in the City's Reserve Officers Program is a requirement according to State Statute.

OFFICE SUPPLIES

This line item represents funds allocated for all supplies for the day to day operation of the office. Supplies such as pens, pencils, fax paper, copy paper, business cards, ID cards, toner, developer, vacuum bags, cups, plates, forks, spoons, knives, diskettes, etc.

UNIFORMS

This line item represents funds allocated for new uniforms, and repair and replacement of worn-out uniforms.

GASOLINE

This line item represents funds allocated to cover gas for police department vehicles.

TELEPHONES

This line item represents funds allocated for telephone usage for the staff.

UTILITIES FOR SURVEILLANCE CAMERAS

This line item represent funds allocated for telephone and electric services associated with surveillance cameras. No funds are reflected in this line item.

POSTAGE

This line item represents funds allocated for postage meter purchase and monthly postage charges for official correspondence, notification to individuals of vehicle impoundment, and general deliveries or certified mail.

MAINTENANCE CONTRACTS

This line item represents funds allocated for all contracts for service, which includes copy machine repair and service, water cooler, and computer repairs.

CAPITAL OUTLAY

This line item represents funds allocated to provide for two (2) marked police vehicles to address attrition issues of the police fleet, a serious officer safety issue, by installing in car police radios in all marked police vehicles (12).Item in this line item will be purchase with speed camera revenues.

CAPITAL IMPROVEMENTS

This line item represents funds allocated to purchase six (6) computers and a server.



Code Enforcement

**CITY OF SEAT PLEASANT, MARYLAND
APPROVED
FY2014 EXPENDITURES BUDGET**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2012 7 MONTHS ACTUAL	FY 2013 APPROVED BUDGET	FY 2013 7 MONTHS ACTUAL	FY 2014 APPROVED BUDGET
CODE ENFORCEMENT OFFICE					
5100.08	Salary	21,158	40,079	27,128	40,079
5000.08	Cost of Living	681			802
5003.08	Employee Appreciation Bonus		500	500	
5101.08	Overtime				
5105.08	FICA	1,636	3,066	1,973	3,127
5110.08	Workmen's Compensation	979	979	567	979
5112.08	Maryland Unemployment	328	516	299	516
5114.08	Health Insurance	1,153			
5175.08	Vehicle Maintenance				
5300.08	Field Supplies	449	1,000	178	1,000
5600.08	Training and Staff Development	25	250	45	1,000
5475.08	Postages				
Total		26,409	46,390	30,690	47,503

SIGNIFICANT ACCOMPLISHMENTS AND CHANGES

- Sent out over 1,000 housing code violations.
- Worked closely with Prince George's County Department of Environmental Resources.
- Started the procedures to raze several dilapidated structures within the City.
- Held our first annual Business and Rental Community meeting.
- Created a spring cleaning imitative to better inform citizens of the importance of maintaining their property.
- Drafted legislation for tree ordinance

PERFORMANCE MEASURES						
#	Performance Measures	FY 12 Actual	FY 12 Estimated	FY 13 Actual	FY 13 Estimated	FY 14 Estimated
1	Citations	113	121	500	525	750
2	Work Orders Issued	45	48	50	53	75
3	Court Cases	5	6	20	21	40
4	Municipal Infractions Issued	10	11	15	16	150

SALARY

This line item represents fund allocated for the salary paid to 1 full time employee.

Code Enforcement Officer	40,079
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COST OF LIVING

This line item represents funds allocated for a 2% cost of living increase for the current staff.

TRAINING AND STAFF DEVELOPMENT

This line item represents funds allocated for staff to attend Maryland Municipal League Conference or other professional conferences and training. Staff training and development is strategic focus for the City. Funds in this line item would be used to provide training for employees that will help improve the following areas: 1) Customer Service, 2) Supervisory Skills, 3) Workplace Safety, 3) Business Writing, 4) Time Management and 5) Software Training. These training modules will be provided by outside agencies, such as LGIT, local community colleges or the Training Source, Inc. This line item also represents funds allocated for the staff to attend Maryland Municipal Conference and other Code Enforcement professional organizations.

FIELD SUPPLIES

This line item represents funds allocated to provide for the procurement of field supplies such as film, notices, and citation incidental to the operations of the department.



*Mayor's Office
of Nuisance &
Abatement*

**CITY OF SEAT PLEASANT, MARYLAND
APPROVED
FY2014 EXPENDITURES BUDGET**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2012 7 MONTHS ACTUAL	FY 2013 APPROVED BUDGET	FY 2012 7 MONTHS ACTUAL	FY 2014 APPROVED BUDGET
NUISANCE ABATEMENT					
6100.06	Salary	23,606	43,260	25,393	43,260
6000.06	Cost of Living	735			865
6105.06	FICA	1,543	1,765	163	1,831
6110.06	Workmen's Compensation		100	58	100
6112.06	Maryland Unemployment	426	800	464	800
6003.06	Employee Appreciation Bonus		500	500	500
6250.06	Dues				
6600.06	Training and Staff Development	50	500	45	1,500
6975.06	Field Supplies	333	2,000	338	1,000
6526.06	Constituencies		11,000		
Total		26,693	59,925	26,961	49,856

SIGNIFICANT ACCOMPLISHMENTS AND CHANGES

- Tracked a total of 193 complaints for FY 2012 – 2013. Abated 97% of citizen's complaint on the Complaint Tracking Database (i.e. vacant/abandoned properties, abandoned/junked vehicles, trash and debris).
- Continued maintenance on Complaint Tracking Database. Identified and proposed purchase of software for upgrading tracking system for Nuisance Abatement and Code Enforcement. Continued evaluations of Evaluate nuisance remedies, to determine which method being used is most effective in abating particular nuisances and which should be eliminated.
- Continued community-oriented strategy; collecting input directly from citizens of the community through surveys and telephones complaints to decrease chronic nuisances.
- Prepared and presented new Ordinances for the City of Seat Pleasant. The agreement was forwarded to Attorney for review and established.
- Prepared outline and description of Truck Route
- Prepared outline and description of Vacant Housing Registration
- Prepared outline and description of Recycle
- Prepared outline and description of Demolition Procedures
- Advanced to Green by using 2 gig external drive instead of filing cabinet (saving paper)
- Abatement for Demolition of 4 building by Court Order
- Encouraged the installation of the Video Cameras at Jerry's Carry Out or pay a fine of \$400.00
- Established the Eastern Avenue Boundary Line to establish ownership of Washington, DC sign

- Continued observation of nuisance properties
- Increased Rental Permits by violation letters by 40% by sending notices to home owners stated at another address on the tax assessment sheet
- Reduced vacant/abandoned properties from 188 to 175. These reductions were due to rehabilitation of properties by investors’.
- Wrote over 1,433 Violation letters
- Inspected over 60 properties with rusted and damaged fences.
- Inspected properties with 33 out of state tags, sent data to Revenue Authority
- Cleared Shell station on Central Avenue of unregistered and abandoned vehicles.
- Abated over 20 unregistered and abandoned vehicles.
- Conducted community cleanup by wards (1-5) which were held in conjunction with Public Works Department.
- Teamed up with the Joint Advocate Group (JAG) strategically went to businesses and residents to use methods of reducing nuisance related problems in our communities.

PERFORMANCE MEASURES						
#	Performance Measures	FY 12 Actual	FY 12 Estimated	FY 13 Actual	FY 13 Estimated	FY 14 Estimated
1	Nuisance Properties	13	14	10	11	11
2	Violation Letters	1143	1200	1064	1138	1100
3	Court Cases	7	8	49	52	45
4	Municipal Infractions	64	67	12	13	60
5	Work Orders	162	170	62	66	140

This line item represents funds allocated for a Nuisance & Abatement Coordinator.

The Nuisance & Abatement Coordinator salary is: \$ 43,260

COST OF LIVING

This line item represents funds allocated for a 2% cost of living increase for the current staff.

TRAINING AND STAFF DEVELOPMENT

This line item represents funds allocated for staff to attend Maryland Municipal League Conference or other professional conferences and training. Staff training and development is strategic focus for the City. Funds in this line item would be used to provide training for employees that will help improve the following areas: 1) Customer Service, 2) Supervisory Skills, 3) Workplace Safety, 3) Business Writing, and 4) Time Management

Software Training. These training modules will be provided by outside agencies, such as LGIT, local community colleges or the Training Source, Inc. This line item also represents funds allocated for the staff to attend Maryland Municipal Conference and Code Enforcement or Nuisance and Abatement professional organizations.

FIELD SUPPLIES

This line item represents funds allocated to provide for the procurement of field supplies such as film, notices, and citation incidental to the operations of the department.

1 Nuisance & Abatement Coordinator



Community Services

CITY OF SEAT PLEASANT, MARYLAND
APPROVED
FY2014 EXPENDITURES BUDGET

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2012 7 MONTHS ACTUAL	FY 2013 APPROVED BUDGET	FY 2013 7 MONTHS ACTUAL	FY 2014 APPROVED BUDGET
	COMMUNITY SERVICES				
	ADMINISTRATION				
5003.09	Employee Appreciation Bonus		500	500	
5100.09	Salaries	18,024	33,565	19,448	36,259
5000.09	Cost of Living	571			725
5105.09	FICA	1,284	2,568	1,665	2,829
5110.09	Workmen's Compensation	761	790	603	1,202
5112.09	Maryland Unemployment	155	420	243	630
5114.09	Health Insurance		1,076		1,076
5600.09	Training and Staff Development		2,000		1,500
	Subtotal	20,795	39,919	22,459	44,221
	COMMUNITY SERVICES				
	SOCIAL SERVICES				
5113.09	Summer Youth Training	14,970	15,000	13,166	16,000
5233.09	Emergency Contingencies		1,250	482	1,250
5234.09	Fire Department Contribution		14,000		15,000
	Subtotal	14,970	30,250	13,648	32,250
	COMMUNITY SERVICES				
	EDUCATION & RECREATION				
5230.09	After School Program				
5231.09	Community Service Partnership		2,600		6,600
5232.09	Community Events	7,173	18,100	1,507	26,100
5350.09	Activity Center Insurance	7,000	7,000	7,000	7,000
6117.09	Seat Pleasant Elementary		9,000		10,000
6234.09	Activity Center Educational Programs	1,000	1,000		5,000
6235.09	Activity Center General				
5425.09	Newsletter	7,868	16,000	6,216	20,000
6237.09	Activities in the Park				
5235.09	Red Cross				1,500
	Subtotal	23,041	53,700	14,722	76,200
Total		58,806	123,869	50,830	152,671

ACCOMPLISHMENTS FOR FY 2012

- Partnered with WACIF for housing project
- Continued partnership with AARP to provide free tax preparation for citizens
- Significant increase in Movie Night participation from residents

PERFORMANCE MEASURES						
#	Performance Measures	FY 12 Actual	FY 12 Estimated	FY 13 Actual	FY 13 Estimated	FY 14 Estimated
1	On time production of Newsletter	9 months	9 months	10 months	11 months	12 months
2	Increase attend at community sponsored events	20%	20%	25%	25%	30%
3	Increase citizen rating of community sponsored events	25%	50%	75%	75%	100%

SALARIES

The Budget for Community Services Department consists of:

Administrative Assistant \$36,259

This line item represents a salary increase for the Administrative Assistant (\$2,694). This increase reflects the additional responsibility of coordinating the activities associated with the Farmer's Market. The salary increase will be based on a satisfactory evaluation of the employee.

SUMMER YOUTH PROGRAM

This line item represents fund allocated contract with outside sources to train youth to develop job marketing skills. This line item has increased by additional \$1,000. With the increase the budget in this area would still be \$4,000 less than approved in fiscal year 2012.

EMERGENCY CONTINGENCIES

This line item represents funds allocated to provide cash and non-cash assistance to needy citizens. The non-cash assistance would focus on workshop on Empowerment and Financial Management.

AFTER SCHOOL PROGRAM

This line item represents funds allocated to provide enhancement programs for young people in the after school program. This program includes mentoring, life skills, tutoring and other special programs.

COMMUNITY EVENTS

This line item represents fund allocated for city sponsored events. These include Seat Pleasant Day (\$12,100) and Activities in the Park (\$9,500), Black History Celebration (\$1, 500) Veterans' Program (\$1,500) National Night Out (\$1,500) This line item has been increased by \$8,000. This increase is to enhance the quality of existing events and increase participation in this event.

FIRE DEPARTMENT CONTRIBUTION

This line item represents funds allocated for the Volunteer Fire Department. No funds are to be expended from this line item until there is a request in writing from the Volunteer Fire Department and the Mayor and City Council has agreed upon a date and format for an awards ceremony. This line item has been increased by \$1,000.

ACTIVITY CENTER INSURANCE

This line item represents fund allocated for the cost of insurance for the building and content.

SEAT PLEASANT ELEMENTARY SCHOOL

This line item represents funds allocated for the Seat Pleasant Elementary School. No funds are to be expended from this line item until there is a request in writing from the Principal stating how the funds will be utilized and the Mayor and City Council has agreed upon a date and format for an awards ceremony. This line item has been increased by \$1,000.

COMMUNITY SERVICES PARTNERSHIP

This line item reflects \$3,500 for City sponsored Health Summit, \$100 for Maryland Municipal League Geocaching Program, \$2,500 for the Farmers Market and \$500.00 to reestablish the Seat Pleasant Recreation Council. This line item has been increased by \$3,000. This increase will allow the city to broaden the focus and scope in this area to encourage these entities to leverage their funds to capitalize on a larger pot of funds.

ACTIVITIES IN THE PARK

This line item reflects funds allocated for programs to be held within the park for residents during the summer months. Programs to include but not limit to entertainment, leisure fun etc. The funding for this line item has been transferred to Community Events noted above.

TRAINING AND STAFF DEVELOPMENT

This line item represents funds allocated for staff to attend Maryland Municipal League Conference or other professional conferences and training. Staff training and development is strategic focus for the City. Funds in this line item would be used to provide training for employees that will help improve the following areas: 1) Customer Service, 2) Supervisory Skills, 3) Workplace Safety, 3) Business Writing, 4) Time Management and 5) Software Training. These training modules will be provided by outside agencies, such as LGIT, local community colleges or the Training Source, Inc.

RED CROSS CONTRIBUTION

This line item represents funds to foster a partnership with the Red Cross and to leverage resources with this organization.



Public Works

CITY OF SEAT PLEASANT, MARYLAND
APPROVED
FY2014 EXPENDITURES BUDGET

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2012 7 MONTHS ACTUAL	FY 2013 APPROVED BUDGET	FY 2013 7 MONTHS ACTUAL	FY 2014 APPROVED BUDGET
	PUBLIC WORKS DEPARTMENT ADMINISTRATION				
5003.10	Employee Appreciation	5,000	5,000		
5100.10	Salaries	216,929	406,397	249,310	418,397
	Cost of Living	6,905			8,568
5002.10	Salary Upgrades		10,000	5,800	
5101.10	Overtime	4,233	10,000	7,850	10,000
5102.10	Temporary Help				
5105.10	FICA	18,279	31,090	21,665	29,921
5114.10	Group Insurance	16,998	20,100	16,171	15,100
5110.10	Workmen's Compensation	26,029	27,269	22,762	20,310
5112.10	Maryland Unemployment	4,044	5,663	3,285	5,256
5600.10	Training and Staff Developmenr		5,000		5,000
5650.10	Uniforms	1,000	550	474	550
5350.10	Insurance -General Liability	27,979	27,979	27,979	27,979
6016.10	Engineering Services	2,000	25,000		25,000
5004.10	Incentive Allowance		5,000		5,000
	Subtotal	324,396	579,048	360,296	571,081
	PUBLIC WORKS STREETS AND LIGHTING				
5275.10	Equipment Maintenance	1,126	1,000	130	1,000
6035.10	Street Repairs and Resurfacing	9,492	10,000	4,672	10,000
6040.10	Street Materials and Supplies	3,871	4,000	514	4,000
6049.10	Street Lighting	37,296	62,709	37,295	62,709
6058.10	Traffic Control Signs		1,500	1,094	1,500
6055.10	Street Names Signs				
6056.10	Pavement Markings	197	5,420	869	5,420
6057.10	Snow Removal	4,846	10,000	7,143	10,000
5950.10	Capital Outlay	15,000	30,000	15,000	30,000
	Subtotal	71,828	124,629	66,717	124,629
	PUBLIC WORKS BUILDING MAINTENANCE				
5200.12	Greendale Maintenance				
5200.04	City Hall Maintenance	5,000	5,000	1,549	5,000
5200.10	Garage Maintenance	1,792	1,000	297	1,000
5375.10	Janitorial Supplies	2,097	6,000	3,082	6,000
5950.10	Capital Improvements Greendale				
	Subtotal	8,889	12,000	4,928	12,000

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2012 7 MONTHS ACTUAL	FY 2013 APPROVED BUDGET	FY 2013 7 MONTHS ACTUAL	FY 2014 APPROVED BUDGET
	PUBLIC WORKS WASTE COLLECTION & DISPOSAL				
6030.10	Brown Landfill	11,206	15,638	7,763	15,638
6046.10	Environmental Cleanup				
	Subtotal	11,206	15,638	7,763	15,638
	PUBLIC WORKS HORTICULTURE & PARK MAINTENANCE				
6025.10	Plant Materials		2,000		2,000
5300.10	Field Supplies	3,655	3,000	1,976	3,000
6025.10	Goodwin Park Plantings				
5215.10	Park Maintenance				
5675.10	Goodwin Park Utilities				
6129.10	Tree Removal	9,498			10,000
6026.10	Street Trees & Shrubbery				
6127.10	Beautification Committee				
6045.10	Mosquito Control	48	1,125		1,500
5950.10	Capital Outlay	202	1,976		1,976
6060.10	Weed Control				
	Subtotal	13,403	8,101	1,976	18,476
	PUBLIC WORKS FLEET MAINTENANCE				
5325.10	Gasoline	20,521	32,361	18,769	32,361
5175.10	Vehicle Maintenance	15,784	15,468	10,867	20,468
5260.10	Eq. Maintenance	17,458	16,794	9,199	16,794
5178.10	Decals & Painting				
5950.10	Capital Outlay	17,500	25,000	12,500	43,500
5950.10n	Capital Outlay				
	Subtotal	71,263	89,623	51,335	113,123
	Total	500,985	829,039	493,015	854,947

SIGNIFICANT ACCOMPLISHMENTS OR CHANGES

- Conducted an in-house assessment of the Department's administrative and management structure system.
- Conducted street repair with Community Development Block Grant funding
- Assisted in the preparation of PY 40 Community Development Block Grant funding
- Instituted Improvements in our community parks and playgrounds
- Fully Implemented the City's Fuel Management System

PERFORMANCE MEASURES						
#	Performance Measures	FY 12 Actual	FY 12 Estimated	FY 13 Actual	FY 13 Estimated	FY 14 Estimated
1	Work Orders	84	80	20 YTD	35	30
2	City Trash Collection (by tons)	167	200	205 YTD	300	430
3	Street Sweeper Cleaning(by miles)	1,286	1300	623 YTD	1250	1300

SALARIES

This line item represents funds allocated for the salaries of the following member of the Public Works:

Director	60,570
CDL Driver	32,452
Laborer/Street Sweeper CDL	35,298
Laborer/Maint. Lead Worker I	38,716
Laborer/Maint. Supervisor I	25,237
Laborer/Maintenance Worker III	27,082
Transportation Officer	31,271
Laborer/Maintenance Worker	24,508
Laborer/Maintenance Worker	28,459
Laborer/Maintenance Mechanic	24,508
Laborer/Landscape Gardner	25,237
Laborer/Janitor I	23,459
Foreman	41,600

This line item also reflects raises for two positions due to additional responsibilities. The raises will be granted after a satisfactory evaluation of the employee.

COST OF LIVING

This line item represents funds allocated for a 2% cost of living increase for the current staff.

OVERTIME

This line item compensates Public Works Staff for work essential to complete assignments, and pre-approved by the City Administrator

INCENTIVE ALLOWANCE

This line item represents funds allocated for a lateral step increase in lieu of an attainment of advance education and training related to duties and responsibilities in the Public Works Department. The focus is to tie incentive to education and training.

SALARY UPGRADES

This line item represents funds allocated to position upgrades

TRAINING AND STAFF DEVELOPMENT

This line item represents funds allocated for staff to attend Maryland Municipal League Conference or other professional conferences and training. Staff training and development is strategic focus for the City. Funds in this line item would be used to provide training for employees that will help improve the following areas: 1) Customer Service, 2) Supervisory Skills, 3) Workplace Safety, 3) Business Writing, 4) Time Management and 5) Software Training. These training modules will be provided by outside agencies, such as LGIT, local

community colleges or the Training Source, Inc. This line item also represents the allocation of funds for training of Public Works staff in their respective functional areas in order to improve skills, job knowledge, and for the procurement of Commercial Drivers License (CDL) for two Public Works employees or attendance at Public Works professional conferences.

UNIFORMS

This line item represents funds allocated to cover cost of providing shirts, pants and jackets.

ENGINEERING SERVICES

This line item reflects funds allocated for Engineering Services for pedestrian's safety activities throughout the city. This represents the match funds to be used to apply for a larger pool of Federal Fund available in this area.

STREET REPAIRS

This line item represents funds allocated to cover street and sidewalk work paid by the City funds, and generally performed under contract. A smaller amount within this item will be used for sealing cracks and other maintenance work by Public Works staff.

STREET MATERIALS & SUPPLIES

This line item represents funds allocated for street maintenance materials, such as road salt for road and sidewalk traction during inclement weather. Supplies will also include traffic safety devices such as warning signs, construction signs, and traffic cones.

TRAFFIC CONTROL SIGNS

This line item represents funds allocated for replacement and repair of traffic control signs, plus the continuing upgrade to more night visible diamond grade stop signs

STREET LIGHTING

This covers payment to PEPCO for existing lighting.

STREET SIGNS

This allocation will fund continuation upgrade or replacement of street signs in the city and the installation of entrance signs and directional signs.

PAVEMENT MARKINGS

This line item represents funds allocated for continuation of City pavement marking program to comply with MUTCD requirements. Marking will include stop lines, crosswalks, and school crossings

CITY HALL MAINTENANCE

This line item represents funds allocated to sustain, repair and secure City Hall.

GARAGE MAINTENANCE

This line item represents funds allocated to sustain, repair and secure the Public Works garage.

JANITORIAL SUPPLIES

This line item represents funds allocated for the purchase of cleaning products, paper products, waxing products, and cleaning supplies.

BROWN STATION LANDFILL

This line item represents an estimate of the annual cost of dumping materials at the County landfill.

PLANT MATERIALS

This line item represents funds allocated for shrubbery, flowers, grass seed, mulch, and other materials for the beautification program.

FIELD SUPPLIES

This line item represents funds allocated to purchase weed killer and other supplies for the beautification program.

GASOLINE

This line item represents funds allocated for gas usage by the department's vehicles.

VEHICLE MAINTENANCE

This line item represents funds allocated to reflect maintenance and routine/minor repair of the department's vehicles as well as unanticipated repairs of a substantial nature. In this line item \$5,000.00 has been earmarked for repair to upgrade one of the vehicle in the current fleet to be used by the Public Works Director as a non take home vehicle.

EQUIPMENT MAINTENANCE

This line item represents funds allocated to reflect maintenance cost of specialized equipment other than automobiles and trucks, such as lawnmowers, weed eaters, and blowers

MOSQUITO CONTROL

This line item represents funds allocated for an abatement program.

CAPITAL IMPROVEMENTS

This line item represents fund allocated for the lease purchase of equipment and vehicles in the Public Work Department. The additional items are automotive lift(\$8,000), hot water pressure washer diesel engine(\$1,000), leaf blower(\$500), wheel balancer(\$3,700) and portable booster cables(\$300). The additional items purchased would be funded out of the speed camera revenues.

**CITY OF SEAT PLEASANT, MARYLAND
APPROVED
FY2014 EXPENDITURES BUDGET**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2012 7 MONTHS ACTUAL	FY 2013 APPROVED BUDGET	FY 2013 7 MONTHS ACTUAL	FY 2014 APPROVED BUDGET
	COMMUNITY DEVELOPMENT EXPENDITURES				
8500	Street Improvements	216,000	216,000		250,000
	Totals	261,134	216,000		250,000



Enterprise Funds

**CITY OF SEAT PLEASANT, MARYLAND
APPROVED
FY2014 EXPENDITURES BUDGET**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2012 7 MONTHS ACTUAL	FY 2013 APPROVED BUDGET	FY 2013 7 MONTHS ACTUAL	FY 2014 APPROVED BUDGET
	GREENDALE CENTER EXPENDITURES				
5101.12	Overtime				
5200.12	Greendale Maintenance				
5260.12	Equipment Maintenance				
5350.12	Insurance	6,000	6,000	6,000	6,000
5451.12	Event Supplies				
5550.12	Telephones				
5675.12	Electricity				
5676.12	Natural Gas				
5677.12	Water				
5975.12	Capital Improvements		42,069		42,069
5978.12	Debt Service	14,100	158,400	109,938	84,388
5979.12	Contingency		39,034		13,496
	Totals	20,100	245,503	115,938	145,953
	GREENDALE CENTER REVENUES				
4605.12	Greendale Funding Events				
	Totals				

GREENDALE MAINTENANCE

This line item represents funds allocated for the Greendale Enterprise Funds share of the repairs to the structure and content of the Feggans Center. No funds will be needed in this line item until the Feggans Center is reopened.

EQUIPMENT MAINTENANCE

This line item represents funds allocated for repairs to the refrigerator and ice machine. No funds will be needed in this line item until the Feggans Center is reopened.

TELEPHONES

This line item represents funds allocated for the Greendale Enterprise Funds share of the Feggans Center's telephone cost. No funds will be needed in this line item until the Feggans Center is opened.

ELECTRICITY

This line item represents funds allocated for the Greendale Enterprise Funds share of the Feggans Center's electricity cost. No funds will be needed in this line item until the Feggans Center is reopened.

NATURAL GAS

This line item represents funds allocated for the Greendale Enterprise Funds share of the Feggans Center's natural gas cost. No funds will be needed in this line item until the Feggans Center is reopened.

WATER AND SEWAGE

This line item represents funds allocated for the Greendale Enterprise Funds share of the Feggans Center's water and sewage cost. No funds will be needed in this line item until the Feggans Center is reopened.

EVENT SUPPLIES

This line item represents funds allocated for table clothes, ice buckets, and other supplies to support the weekend Funding Events. No funds will be needed in this line item until the Feggans Center is reopened.

DEBT SERVICES

This line item represents funds allocated to defray the interest and principal on funds borrowed in 2002 for infrastructure improvements at the Feggans Center and anticipated obligations related to revitalization of the property.

CAPITAL IMPROVEMENTS GREENDALE CENTER

This line item represents funds allocated for Capital Improvement for the soft cost such as, built and renderings.

CONTINGENCY

This line item represents funds allocated for the possible of fortuitous events. In this line item \$1,800.00 has been earmarked for 1) City of Seat Pleasant hosting a PGCMA Meeting(\$500.00), Let's Move Program (\$500.00), Walk in the Park(\$200.00) and Shredding Program(\$600.00) No funds can be expended from this line item without the approval of a majority of the City Council members.

**CITY OF SEAT PLEASANT, MARYLAND
APPROVED
FY2014 EXPENDITURES BUDGET**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2012 7 MONTHS ACTUAL	FY 2013 APPROVED BUDGET	FY 2013 7 MONTHS ACTUAL	FY 2014 APPROVED BUDGET
	REFUSE COLLECTIONS EXPENDITURES				
7600	Trash Collection Recycling Contract	116,502	199,719	115,837	199,719
7601	Proceeds to the General Fund	51,739	51,739	30,008	51,739
	Totals	168,241	251,458	145,845	251,458
	REFUSE COLLECTIONS REVENUES				
4150	Sanitation and Recycling Fees	251,458	251,458	251,458	251,458
	Totals	251,458	251,458	251,458	251,458

FISCAL YEAR 2013

CAPITAL IMPROVEMENT PLAN

In preparation of the FY 2013 budget, the city's listing of capital improvement projects was reviewed and recommend for funding at a later date when the city's revenue picture has improved and State bond funding has been appropriated. Based on input from senior staff, a listing of projects has been prepared. It categorizes projects proposed in the coming fiscal year; and within a five year work plan. The five year work plan is a projection, not a guarantee, that projects will be funded in a particular year.

A current summary of the capital improvement projects is included in this section. The projects in the Capital Improvement Program were prioritized by the Mayor, City Administrator, and City Treasurer based on staff input. The proposed Capital Improvement Projects for FY 2013 reflect a strategy that maintains the City's infrastructure and prioritizes the most needed projects. As has been highlighted above, the funding mechanism will be additional revenues if our property assessment improves in the City of Seat Pleasant and we receive funds from the State's Bond Bill.

The Capital Improvement Plan totaling \$1,790,000. The projects are listed below.

1. LED Lighting and Windows..... \$ 50,000

Public Works - The City of Seat Pleasant is committed to making sure that the City begins to implement practices that help us reduce the impact of our operations on the environment and save resources. The current City Hall building is in need of a complete window replacement. Window Replacement will protect the City's second largest asset and lead to a Reduction in energy costs. Additionally, the City has a need for additional lighting on the outside of the building, in the parking lot and outside of the Public Works facility.

2. Public Safety Enhancements, Signs and Tree

Removal..... \$ 40,000

Police, Public Works – The City is planning to implement a comprehensive and citywide tree removal, sign replacement program and public safety enhancements, above and beyond the operating budget.

3. Feggans Center..... \$ 1,000,000

Public Works – Under the Maryland Consolidated Capital Bond Bill of 2010 the General Assembly approved \$500,000 and the city matching fund of \$500,000. The Department of General Services, Real Estate Office has reviewed the appraisal of the Feggans Center and accepted it as the city's matching funds. Over the past several years, the Facility has fallen into a state of repairs. The existing roof was significantly leaking and exposure to water has allowed for mold to strive throughout the building's interior.

In February 2009 the Feggans Center was closed.
Funding for this project provides for the construction or renovations.

4. Vehicles Replacement..... \$ 50,000

Police, Public Works – Historically, the City has replaced vehicles on an as needed basis. This vehicle replacement fund will begin a program of the City systematically replacing vehicles, instead of waiting until there is an emergency situation. Keeping vehicles beyond their lifespan and usefulness is expensive, because it leads to significantly higher maintenance costs. Public Works and Police manage all vehicles for the City and budgeted funds for maintenance are in their respective budgets.

5. Public Works Garage..... \$ 550,000

Public Works – The Public Works facility is outdated and currently does not meet the needs of City operations. Public Works staff often work in adverse conditions, and are the City's first responders for weather related events. The City has requested Bond Funds from the State of Maryland to assist with the project. These funds will support the design and build of a second floor addition and vehicle bay to the existing Public Works facility. The City benefits when employees have the appropriate working environment to conduct operations.

6. Citywide Surveillance Cameras..... \$ 50,000

Police – Because of limited resources, the City continually looks for ways to increase efficiency and effectiveness. For our operations technology improvements are the best way to achieve these goals. A citywide camera surveillance system will allow the Police to expand their presence, add an additional crime fighting and deterrent tool and hopefully, increase the security and safety of our residents.

7. Citywide Technology Upgrades..... \$ 50,000

Citywide – Because of limited resources, the City continually looks for ways to increase efficiency and effectiveness. For our operations technology improvements are the best way to achieve these goals. The City has identified priority technology projects that we'd like to implement to include: 1) Code Enforcement information system, 2) Document Management System, 3) Financial System with Human Resources component, and 4) Systematic replacement of outdated existing technology and upgrades Citywide. The City benefits with the ability to produce performance data that is useful for management of operations and providing public information.

TOTAL PLAN EXPENDITURES \$ 1,790,000

CENTRAL STORES

A. Purpose

The purpose of Central Stores is to provide supplies and materials required and used in the operation of the City on a daily and more effective basis. Determination of items to be stocked in Central Stores will be based on amounts and timeliness of usage. Central Stores should ideally meet an average turnover ratio of two times per fiscal year. Central Stores is a revolving revenue account which operates on a percentage basis mark-up to cover actual costs involved.

B. Procedure

1. Anyone wishing to stock new items into Central Stores will need to fill out a Central Stores Stock Item Request Form. They will need to provide the rationale for having these as Stores items, the estimated shelf life for these items (i.e. how soon will they become obsolete), the difficulty or ease of obtaining these items, whether an item would constitute an emergency item, and the stock level and re-order point that should be attached to the item. If it is determined that an item will be stocked the form will be signed and dated by both the requesting department and the Central Stores Purchasing Agent with all of the pertinent information included.

When a department has knowledge that an item will become obsolete or discontinued they should immediately notify Central Stores. At the end of each year all Store items will be evaluated to determine if they continue to meet the criteria necessary to remain in the inventory. Those criteria will be primarily defined as turnover rate and/or critical nature of the items. If it is determined that the stock levels are too great or that an item either through obsolescence or lack of use should be discontinued or reduced then the requesting department will be billed for these items. These items will then be delivered to that department.

The Stores Purchasing agent will regularly monitor all re-orders and determine whether an item should remain in the inventory at a reduced amount or be deleted. Any changes in stocking will be communicated to the requesting department. The department head will have the opportunity to discuss this with the Stores personnel prior to the change.

2. Central Stores is closed the last two working days of each fiscal year for a complete inventory. During this time no requisitions will be filled.

3. Items that through damage, loss, or extended shelf life become unusable are deleted through an inventory adjustment.

4. All other adjustments to inventory must also have the approval of the Store Purchasing Agent.

CENTRAL STORES – PURCHASING AND ORDERING

A. Procedure

1. All purchasing for Central Stores will be done by the Treasury Department for the purpose of making said purchases.
2. All items to be stocked in Central Stores must have the signature of the City Administrator, prior to acquisition.
3. Requisition by the Departments of any item from central store will be tracked and monitored by the Administrative Assistant to the City Administrator
4. Any item request from the central stores must be identified on a requisition form signed by the Department Head and the City Administrator
5. Any deviation of purchases from established stock levels, reorder points and/or description items must have the approval of the City Administrator before any action is taken.

GLOSSARY

The Annual Budget contains specialized and technical terminology that is unique to public accounting and budgeting. This glossary has been prepared to assist the reader in understanding these terms when reviewing this budget.

ACCRUAL ACCOUNTING – The basis of accounting under which transactions are recognized when they occur, regardless of the timing of related cash flow.

REAL PROPERTY TAXES – Commonly referred to as property taxes, these are the charges levied on all homes, and land, according to the property's assessed valuation and tax rate.

PERSONAL PROPERTY TAXES – Commonly referred to as equipment taxes, these are the charges levied on all business equipment, and inventory, according to the property's assessed valuation and tax rate.

AGENCY FUND – A fund used to account for assets held by the City as an agent for individuals, private organizations, other governments and/or other funds; for example, Good Samaritan Contribution.

APPROPRIATION – A legal authorization granted by the City Council which passes a budget ordinance to make expenditures and to incur obligations for specific purposes. An appropriation is limited as to both time and amount and to when it may be expended.

APPROPRIATION ORDINANCE – The official enactment by the City Council to legally authorize the City staff to obligate and expend the resources of the City.

ASSESSMENT – Valuing property for purposes of taxation. This is performed by the State Department of Assessments and Taxation.

BUDGET – A plan of financial operation containing an estimate of proposed expenditures for a given period of time and the proposed means of financing them. The term usually indicates a financial plan for a single fiscal year. It is usually necessary to specify the budget under consideration whether it is preliminary and tentative or whether it has been approved by the governing body, the City Council.

BUDGETARY BASIS – The City prepares its budget in conformity with the State of Maryland Manual of Uniform Financial Reporting. As part of its budgeting process it includes a portion of the fund balance that has been accumulated in prior years. In this manner, tax levies are minimal and all available resources are used.

BUDGET CALENDAR – The schedule of key dates set forth for the preparation and ultimate adoption of the budget.

CAPITAL OUTLAY – Expenditures which result in the acquisition of an addition to fixed assets which have a value of \$1,000 or more and have a useful economic lifetime of more than five years.

CAPITAL IMPROVEMENT – Expenditures which results in extending the useful life of a fixed asset.

DEPARTMENT – A major organizational unit of the City with overall responsibility for one or more activities or functions of the City.

ENTERPRISE FUND – A fund which totally supports its services from fees or charges.

ESTIMATED REVENUE – The amount of projected revenues to be collected during the fiscal year.

FEES – A general term used for any charge levied by the City associated with providing a service or permitting an activity. Major types of fees include building permit fees, and refuse collection fees.

CDC – An abbreviation for Community Development Corporation

UDAG – An abbreviation for Urban Development Action Grant

LLEB – An abbreviation for Local Law Enforcement Block Grant

NR GRANT -- An abbreviation for Natural Resource Grant